

**PROCEEDINGS OF THE BROWN COUNTY  
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Criminal Justice Coordinating Board was held on Tuesday, February 4, 2020 at 8 am in the Karen H. Dorau Memorial Conference Room at the Brown County Law Enforcement Center, 300 East Walnut Street, Green Bay, Wisconsin.

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<b>Members Present:</b>	Judge Tammy Jo Hock	Human Services Cmte. Rep. Joan Brusky
	District Attorney Dave Lasee	Citizen Rep. Robert Srenaski
	Public Defender Rep. Tara Teesch	Jail Captain Heidi Michel
	Health and Human Svcs. Exec. Dir. Erik Pritzl	Probation and Parole Rep. Jennifer Hornacek
	Sheriff Todd Delain	Criminal Justice Mgr. Mark Vanden Hoogen
	Public Defender Rep. Tara Teesch	

**Others Present:** District Court Administrator Tom Schappa  
Corporation Counsel Dave Hemery  
Supervisor for Criminal Justice Services, Laura Hettmann  
Family Services Rep. Angela Stueck

**Excused:** Citizen Rep. Tim Mc Nulty

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**1. Call Meeting to Order.**

The meeting was called to order by Chair Tammy Jo Hock at 8:03 am.

**2. Approve/modify Agenda.**

Motion made by Joan Brusky, seconded by Dave Lasee to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**3. Approve/modify minutes of December 10, 2019.**

Motion made by Joan Brusky, seconded by Todd Delain to modify the second sentence of the last paragraph of Page 2 of Item 5 to read as follows: "Brusky explained that at a meeting in the past the Chair had to leave early which left the Board to not continue with the meeting due to no Chair and she feels having a Vice Chair would alleviate that situation from happening again." Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Joan Brusky, seconded by Todd Delain to approve as modified. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Jail population numbers (Sheriff).**

Jail Captain Heidi Michel reported the jail is currently at 92% capacity and there are 192 in the Huber center with 59 of those being work release males. There are also 72 out on the EMP program and 23 shipped out to Oconto County.

**5. Review and approve CJCIB By-Laws (D. Hemery).**

Corporation Counsel Dave Hemery provided a copy of the proposed By-Laws, a copy of which is attached. The By-Laws include a mission statement which was not on the previous draft. The mission statement is the statewide mission for Criminal Justice Coordinating Boards. The remainder of the document is pretty much the same as what was brought forward at the last meeting. Section A outlines membership and Section B talks about electing officers and some of the officer duties. Hemery noted he also added specific

language giving authorization to form sub or ad hoc committees in Section C. Section D outlines the frequency of meetings. Article V sets forth that Roberts Rules shall control the procedures of the Board unless stated otherwise.

Comparisons were made between the proposed By-Laws and the 1992 resolution and Hemery noted that the 1992 resolution talked more about the duties of this Board rather than the mission. A suggestion was made to include something about rehabilitation of defendants in the mission statement. Brusky felt this was a good idea, however several other members disagreed as they felt that language may be too limiting. It was felt that the language currently being proposed gives a lot of broad authority. Delain added that if we start talking about defendants, victim rights will enter into it and he likes the broader mission being proposed.

Brusky noted that currently County Board staff takes the minutes at these meetings and questioned if language to that effect could be included in the By-Laws. Hemery said once the By-Laws are passed, this group would elect a Secretary who would take the minutes as opposed to County Board staff doing it. He explained further that by Statute the County Clerk takes minutes of the County Board meeting and standing Committees, but is not required to take minutes at sub or ad hoc committees. This process has not been firmly upheld by the County Clerk or Board and Board staff has been pretty helpful with this in the past, but it is not a requirement of the County Clerk's office. It is his opinion that the County Clerk's office is in charge of minutes for the County Board and six standing Committees but not other subcommittees, ad hoc committees, etc. Going forward, any sub or ad hoc committees that are created will be electing their own secretaries to do those duties. Hemery noted the County Clerk could voluntarily agree to have her staff take minutes, but the Clerk has been moving more towards what the statutes require so things are in order when she retires at the end of the year and it is not known what the next Clerk will voluntarily do. Hemery added that minutes can range from simple motion minutes to verbatim minutes and anywhere in between. The minimum requirement is motion minutes, and most counties fall somewhere between motion minutes and verbatim minutes, but verbatim minutes are not done often. Summary minutes are all that are needed to comply with the open meetings laws.

Health and Human Services Director Erik Pritzl asked if the proposed By-Laws go to the County Board for approval. Hemery responded that the By-Laws are approved here and do not go to the County Board. The resolutions that have already passed would still stand.

**Motion made by Todd Delain, seconded by Dave Lasee to approve the By-Laws as presented by Corporation Counsel. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. Creation of ad hoc committee.**

Lasee informed he has spoken with Corporation Counsel regarding this and his (Lasee's) proposal is that in lieu of this Board officially creating an ad hoc committee, that the Board task him individually with looking into ways to improve efficiencies within the criminal justice system and that he then report back to this Board on this issue. This would require him to do the job, but he could utilize different resources, including a small work group of individuals that he reaches out to to provide some support, keeping in mind that that group could not be more than a quorum of this Board. Having Lasee tasked with this and having the ability to pull in resources as needed would allow this to be a little more nimble without having meetings noticed or agendas published which would make it a little more onerous to meet on short notice as well as making it difficult to share information via e-mail. Lasee feels the same things could be accomplished in this fashion as could be with creating an ad hoc committee.

Hemery responded there is a fine line between having a meeting and having a group get together. If a body is created to look at something and report back, open meetings laws must be complied with. However, if you simply task an individual to look into efficiencies and report back, that is fine. Lasee could do that and if he feels he needs to talk to other committee members to get information about efficiencies

and report back, that does not have to be noticed. This is a way he could gather information from members of this body without constraints as to meeting times and things of that nature.

Delain said he supports Lasee's idea for many reasons. He noted that most people in the room have to attend a lot of meetings on a regular basis and he tries to be at all meetings that are formally noticed even though many times some of the issues do not pertain to him and he does not have a lot of input. He does not like to have his time eaten up unnecessarily. Delain added that calendars change and having Lasee tasked with this would allow for meetings to be put together on short notice and additionally, this would allow for a little more flexibility to get information from the different parties on this Board. He feels this would provide the opportunity to get information much quicker than gathering information at a designated monthly meeting. Delain would like to give this a try and if we find out it does not work, we can make an adjustment, but he is in favor of giving it a try.

Citizen Representative Bob Srenaski said it sounds like a great idea and he is glad to see something being done, but noted that Lasee would have to defend this if anything is brought up regarding open meeting laws. Lasee said he has considered the issue of transparency and said he really does not have any issues with that because he does not have any authority to make any changes and everything would have to come back to this Board which also does not have authority to make any changes. Judge Hock added that every time we expect a report, it would be put on the agenda and that would provide transparency. Hemery said this would really not be any different than a department head giving a report at their oversight committee. This would just be an update on efficiencies by Dave Lasee at the meetings. If anyone on the Board has a good efficiency idea, they can let Lasee know to look at it further and then Lasee can report back.

**7. Future Agenda Items, if any.**

Judge Hock noted that she will add an efficiency report by Dave Lasee on the next agenda. Lasee said he has already met with a lot of people on this and there are a lot of good people on this Board who have good ideas and are willing to provide input and this will be a good opportunity to look at ways to do some things better.

**8. Other such matters as authorized by law.**

The next meeting date was discussed. Judge Hock said the goal of meeting more often is to accomplish what we have accomplished. We have been talking about the efficiency group and she would like to give Lasee and those he works with the opportunity to meet. Hemery suggested that election of secretary and vice chair should be included on the next agenda. Hemery asked County Board staff to come back to the next meeting as well and this was agreed to. The next meeting will be held on April 8, 2020 at 8:00 am.

**9. Adjourn.**

**Motion made by Todd Delain, seconded by Christopher Zahn to adjourn at 8:30 am. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

Alicia Loehlein  
Administrative Coordinator

Therese Giannunzio  
Transcriptionist

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## **PROPOSED BY-LAWS**

### **BROWN COUNTY CRIMINAL JUSTICE COORDINATING BOARD**

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#### **ARTICLE I: Name**

The name of this Board shall be the Brown County Criminal Justice Coordinating Board (CJCB).

#### **ARTICLE II: Creation**

The CJCB was formally created by Resolution of the Brown County Board of Supervisors on September 16, 1992.

#### **ARTICLE III: Mission**

The CJCB has adopted the mission of the Statewide Criminal Justice Coordinating Council, namely, *"To promote and facilitate the implementation of effective criminal justice policies that maximize justice and the safety of the public."*

#### **ARTICLE IV: Structure**

##### **Section A: Membership**

There are seventeen voting members of the CJCB:

1. Chairperson of Public Safety Committee or Designee;
2. Chairperson of Human Services Committee or Designee;
3. Brown County Circuit Court Presiding Judge or Designee;
4. Brown County District Attorney or Designee;
5. State Public Defender Regional Office Manager or Designee;
6. Brown County Sheriff or Designee;
7. Brown County Executive or Designee;
8. Brown County Jail Captain or Designee;
9. Green Bay Police Chief or Designee;
10. State Probation and Parole Division of Community Corrections Region Chief or Designee;
11. Citizen Representative No. 1;
12. Citizen Representative No. 2;
13. Citizen Representative No. 3;
14. Citizen Representative No. 4;
15. Brown County Health and Human Services Department Executive Director or Designee;
16. Brown County Clerk of Court or Designee; and
17. Criminal Justice Manager or Designee.

Citizen Representatives shall be appointed by the Brown County Executive and confirmed by the Brown County Board. Citizen Representatives shall serve two-year, staggered terms (two of the four Citizen Representative terms shall expire on 12-31 of even-numbered years, and the other two terms shall expire on 12-31 of odd-numbered years).

### **Section B: Officers**

At its first meeting in odd numbered years, the CJC shall elect a Chair, a Vice-Chair and a Secretary to serve two-year terms. The Chair shall preside at all meetings. The Vice-Chair shall act as the Chair in the absence of the Chair. The Secretary shall prepare the Agenda as directed by the Chair, and shall distribute the Agenda in a timely manner to all members of the CJC, and to the County Board Office. The Secretary shall take, prepare and distribute the Minutes in a timely manner to all members of the CJC, and to the County Board Office.

### **Section C: Subcommittees and Ad Hoc Committees**

The CJC may authorize the formation of Subcommittees and/or Ad Hoc Committees which shall report to the CJC.

### **Section D: Meetings**

Meetings of the CJC shall be set by the Chair, and shall take place at least quarterly.

### **Article V: Robert's Rules of Order**

Unless contradicted by these By-Laws, Wisconsin Statutes and/or by the Brown County Code of Ordinances, the most recent edition of *Robert's Rules of Order* shall control the procedures and workings of the CJC.